



**Meeting of the DDA Board of Directors  
August 22, 2023 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. July 2023 Revenue and Expenditure Report (Attachment 4.a)
  - b. July 2023 Invoice Report (Attachment 4.b)
  - c. 2022 DDA Tax Capture (Attachment 4.c)
  - d. July 25, 2023 DDA Meeting Minutes (Attachment 4.d)
  - e. Electric Vehicle Charging Station Usage Report (Handout)
5. Professional Services for Curbless Street Design (Attachment 5)
6. Information and Updates
  - a. Design Committee – No Update
  - b. Marketing Committee – Shawn Riley
  - c. Marketing Update (Attachment 6.b.i)
  - d. Organizational Committee – No Update
  - e. Economic Development Committee – Aaron Cozart
  - f. Boundary Expansion Update – Lori Ward
  - g. Parking Committee – Lori Ward
7. Future Meetings / Important Dates (Attachment 7)
8. Board and Staff Communications
9. Adjournment – Next Meeting – September 26, 2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2023

% Fiscal Year Completed: 8.47

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	848,243.00	577,992.48	577,992.48	270,250.52		68.14
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)		0.00
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,074.00	8,220.17	8,220.17	61,853.83		11.73
	PROPERTY TAXES	<u>917,317.00</u>	<u>917,317.00</u>	<u>586,212.65</u>	<u>586,212.65</u>	<u>331,104.35</u>		<u>63.91</u>
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	0.00	180.00		0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	0.00	0.00	15,000.00		0.00
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,180.00</u>		<u>0.00</u>
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	24,000.00	0.00	0.00	24,000.00		0.00
	STATE REVENUES	<u>24,000.00</u>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>		<u>0.00</u>
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	1,515.00	0.00	0.00	1,515.00		0.00
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	0.00	0.00	6,000.00		0.00
	MISCELLANEOUS REVENUES	<u>7,715.00</u>	<u>7,715.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,715.00</u>		<u>0.00</u>
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	6,000.00	265.16	265.16	5,734.84		4.42
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	2,500.00	624.27	624.27	1,875.73		24.97
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	0.00	0.00	5,500.00		0.00
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	0.00	0.00	(500.00)		0.00
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	0.00	0.00	(700.00)		0.00
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	0.00	0.00	(550.00)		0.00
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	0.00	0.00	(140.00)		0.00
	INTEREST	<u>12,110.00</u>	<u>12,110.00</u>	<u>889.43</u>	<u>889.43</u>	<u>11,220.57</u>		<u>7.34</u>
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00		0.00
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>		<u>0.00</u>
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	39,000.00	5,900.00	5,900.00	33,100.00		15.13
	GRANTS & OTHER LOCAL SOURCES	<u>39,000.00</u>	<u>39,000.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>33,100.00</u>		<u>15.13</u>
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	88,008.00	0.00	0.00	88,008.00		0.00
	FUND BALANCE RESERVE	<u>88,008.00</u>	<u>88,008.00</u>	<u>0.00</u>	<u>0.00</u>	<u>88,008.00</u>		<u>0.00</u>
Unclassified								
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	0.00	12,100.00	12,100.00	(12,100.00)		100.00
	Unclassified	<u>0.00</u>	<u>0.00</u>	<u>12,100.00</u>	<u>12,100.00</u>	<u>(12,100.00)</u>		<u>100.00</u>

PERIOD ENDING 07/31/2023  
% Fiscal Year Completed: 8.47  
JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Total Dept 000		1,104,030.00	1,104,030.00	605,102.08	605,102.08	498,927.92		54.81
TOTAL REVENUES		1,104,030.00	1,104,030.00	605,102.08	605,102.08	498,927.92		54.81
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	117.36	117.36	8,082.64		1.43
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	515.00	0.00	0.00	515.00		0.00
248-573-725.000	FRINGE BENEFITS	8,505.00	8,505.00	110.47	110.47	8,394.53		1.30
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	0.00	0.00	525.00		0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	23.36	23.36	11,126.64		0.21
Total Dept 573 - DPW SERVICES		28,895.00	28,895.00	251.19	251.19	28,643.81		0.87
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	820.57	820.57	22,354.43		3.54
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	4,509.50	4,509.50	60,370.50		6.95
248-741-725.000	FRINGE BENEFITS	14,825.00	14,825.00	729.55	729.55	14,095.45		4.92
248-741-726.000	SUPPLIES	300.00	300.00	0.00	0.00	300.00		0.00
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,000.00	312.53	312.53	28,687.47		1.08
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	94.51	94.51	905.49		9.45
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	808.16	808.16	25,811.84		3.04
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	303.00	303.00	3,697.00		7.58
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	0.00	0.00	5,100.00		0.00
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	0.00	0.00	18,610.00		0.00
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	0.00	0.00	9,760.00		0.00
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	2,272.80	2,272.80	35,537.20		6.01
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	470.00	470.00	683.00	683.00	(213.00)		145.32
248-741-976.010	STREET FURNISHINGS	96,000.00	96,000.00	0.00	0.00	96,000.00		0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	0.00	5,000.00	5,000.00	(5,000.00)		100.00
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00		0.00
Total Dept 741 - DESIGN COMMITTEE		446,550.00	446,550.00	15,533.62	15,533.62	431,016.38		3.48
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	656.50	656.50	17,883.50		3.54
248-742-709.000	WAGES - PART TIME	31,640.00	31,640.00	280.86	280.86	31,359.14		0.89
248-742-725.000	FRINGE BENEFITS	9,425.00	9,425.00	276.45	276.45	9,148.55		2.93
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	7,162.00	7,162.00	47,203.00		13.17
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,320.00	0.00	0.00	1,320.00		0.00
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	53,600.00	7,900.00	7,900.00	45,700.00		14.74
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00		0.00
Total Dept 742 - MARKETING COMMITTEE		169,690.00	169,690.00	16,275.81	16,275.81	153,414.19		9.59
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	328.28	328.28	8,941.72		3.54

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-743-725.000	FRINGE BENEFITS	3,495.00	3,495.00	127.44	127.44	3,367.56		3.65
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00		0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	12,500.00	12,500.00	37,500.00		25.00
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	24,375.00	24,375.00	77,125.00		24.01
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,565.00	37,330.72	37,330.72	127,234.28		22.68
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	492.33	492.33	13,412.67		3.54
248-744-709.000	WAGES - PART TIME	20,625.00	20,625.00	93.63	93.63	20,531.37		0.45
248-744-725.000	FRINGE BENEFITS	6,830.00	6,830.00	198.31	198.31	6,631.69		2.90
248-744-726.000	SUPPLIES	4,750.00	4,750.00	0.00	0.00	4,750.00		0.00
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	674.00	674.00	2,276.00		22.85
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	0.00	0.00	6,500.00		0.00
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	0.00	0.00	5,395.00		0.00
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	0.00	0.00	1,215.00		0.00
248-744-920.000	UTILITIES	1,300.00	1,300.00	107.97	107.97	1,192.03		8.31
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	0.00	0.00	1,100.00		0.00
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	4,420.00	4,420.00	2,159.00	2,159.00	2,261.00		48.85
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	1,798.00	702.00		71.92
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480.00	13,480.00	0.00	0.00	13,480.00		0.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	85,870.00	5,523.24	5,523.24	80,346.76		6.43
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	984.72	984.72	26,825.28		3.54
248-745-725.000	FRINGE BENEFITS	10,475.00	10,475.00	382.16	382.16	10,092.84		3.65
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	38,385.00	1,366.88	1,366.88	37,018.12		3.56
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	0.00	0.00	170,075.00		0.00
Total Dept 906 - DEBT SERVICE		170,075.00	170,075.00	0.00	0.00	170,075.00		0.00
TOTAL EXPENDITURES		1,104,030.00	1,104,030.00	76,281.46	76,281.46	1,027,748.54		6.91
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,104,030.00	1,104,030.00	605,102.08	605,102.08	498,927.92		54.81
TOTAL EXPENDITURES		1,104,030.00	1,104,030.00	76,281.46	76,281.46	1,027,748.54		6.91
NET OF REVENUES & EXPENDITURES		0.00	0.00	528,820.62	528,820.62	(528,820.62)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 07/01/2023 - 07/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	SITEONE LANDSCAPE SUPP	LIGHTING PART	131891348-001	07/26/23	216.59	121439
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	CITY SOFTWARE SECURITY CAMERAS	34877	08/01/23	78.16	121336
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	07092023	07/12/23	299.00	500524
248-741-801.000	CONTRACTUAL SERVICES	NORTHVILLE STITCHING P	REPAIR OF UMBRELLA	72023	07/26/23	10.00	121419
248-741-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	BMI FEES FOR MUSIC	49034635	07/26/23	421.00	121445
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CR	1793788-02 - ZOOM, WIFI, CONSTANT C	073123	08/09/23	252.59	121517
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES	112269	07/26/23	303.00	121416
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 6/16/23 - 7/17/23	6/16/23 - 7/17/23	08/09/23	335.88	121500
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	SUMMER ANNUALS	1409398	07/12/23	2,291.40	121319
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	SUMMER ANNUALS	1409400	07/12/23	80.40	121319
248-741-979.110	BOLLARD PROJECT	OHM ENGINEERING ADVISO	BOLLARDS	65377	08/09/23	3,734.25	121514
Total For Dept 741 DESIGN COMMITTEE						8,022.27	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	EVENT CARD PRINTING	70000	07/19/23	482.00	121386
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	SIGNAGE	1-362265	07/26/23	315.00	121405
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR ADS	070	07/26/23	525.00	121432
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CR	1793788-02 - ZOOM, WIFI, CONSTANT C	073123	08/09/23	60.80	121517
Total For Dept 742 MARKETING COMMITTEE						1,382.80	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	JUL-DEC IT SERVICE	2300003711	07/12/23	674.00	121261
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	07092023	07/12/23	32.97	500524
Total For Dept 744 ORGANIZATIONAL COMMITTEE						706.97	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						10,112.04	

**REVISED LETTER**

DATE: August 2, 2023

TO: State of Michigan  
 City of Northville  
 County of Wayne  
 Northville Public Schools  
 Schoolcraft Community College  
 Wayne Regional Educational Service Authority  
 Huron-Clinton Metropolitan Authority  
 Northville District Library

FROM: Sandi Wiktorowski, Treasurer

RE: 2022 Taxes Captured by the Northville Downtown Development Authority

The 2022 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

<u>Base Year</u>	<u>Base Year</u> <u>SEV</u>	<u>2022</u> <u>P.R.E.</u> <u>Captured</u>	<u>2022</u> <u>Non-PRE</u> <u>Captured</u>	<u>Total</u> <u>Captured</u>
DDA 1978	3,935,367	2,327,629	27,272,317	29,599,946
DDA2 1993	454,300	171,705	316,029	487,734
DDA3	<u>2,413,621</u>	<u>113,630</u>	<u>252,642</u>	<u>366,272</u>
Total	<u>6,803,288</u>	<u>2,612,964</u>	<u>27,840,988</u>	<u>30,453,952</u>

The total millage rates for each of the above categories are:

PRE	26.5838
Commercial Personal (MBT)	26.5838
Non-PRE	26.5838

Based on the above 2021 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

<u>Taxing Jurisdiction</u>	<u>Millage Rate</u>	<u>Distribution Calculated &amp; Distributed</u>
City of Northville	15.4260	469,781
Wayne County	6.5928	200,775
Wayne Parks	0.2442	7,436
Schoolcraft Community College	2.2700	69,130
Huron Clinton Metropolitan Authority	0.2070	6,303
Northville District Library	.9080	27,652
Wayne Public Safety	0.9358	28,498
Total		<u>\$ 809,575</u>

If you have any questions, please do not hesitate to contact me directly at 248-449-9912 or via e-mail at [swiktorowski@ci.northville.mi.us](mailto:swiktorowski@ci.northville.mi.us).

**DOWNTOWN DEVELOPMENT AUTHORITY  
Meeting of the DDA Board of Directors  
July 27, 2023**

The May meeting of the DDA Board was called to order at 8:00 am.

**ROLL CALL**

**Present:** *Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long, Greg Presley, Shawn Riley, Ryan McKindles*

**Absent:** *DJ Boyd, David Cole, Steven Huprich, Brian Turnbull*

**Also Present:** *Lori Ward/DDA Director, Stacy Pearson/DDA Assistant Director, Mary Keys/resident, Barbara Moroski Brown/Council member, Marilyn Price/Council member, Fred Sheill/resident,*

**INTRODUCTION OF NEW DDA EMPLOYEE**

Stacy Pearson was introduced as new assistant director of the Northville DDA. Jeri Johnson will still be with us for sponsorship and training of Stacy.

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by McKindles, seconded by Cozart,** to approve the agenda and consent agenda as presented. **Motion carried unanimously.**

**PURCHASE AND INSTALLATION OF STREETLIGHTS**

Ward briefed the board on the purchase of streetlight from Spring City. A quote was received for five luminaire heads and their poles, along with one off head for a total of \$23,900. One pole was hit by truck and will be processed through insurance for reimbursement. Another pole was damaged by contractors at the corner of Dunlap and Center which will be paid for directly by the construction company. There should be ample funds between these three funding sources to cover the costs of the order. The DDA is requesting to waive the bidding process as we are matching an existing product.

In addition, the DDA has budgeted \$25,000 for the conversion of the remaining High Pressure Sodium lights with LED lights. The DDA, working with DPW hopes to complete the 100-fixture replacement project by the end of the summer.

Ward stated that there was a line-item budget for lights of \$25,000, ample funds were available to complete the project.



Motion to purchase by Long. Support by McKindles. Motion carried unanimously.

#### **COMMITTEE INFORMATION AND UPDATES**

- a. Design Committee: Ward reported no update or report.
- b. Marketing Committee: Riley reported that meeting attendance is down while there are many activities upcoming in the future.
- c. Organizational Committee: Ward reported no update or report
- d. EDC Committee: Presley reported it was the most important meeting to date. Discussion of downtown closure and curbless downtown was an exciting prospect. Structures removed would better meet ADA requirements and would allow cars to drive through but still allowing pedestrian orientations and open events if chosen. The installation of bollards is the beginning but there is a desire to do more. Presley stated that the DDA would play an important part in this. Ward agreed. The EDC is serving as the steering committee for the project to help DDA and Council make decisions moving forward.

Mary Keys stated that the EDC meetings and meeting announcements were not posted on the City's website. Ward stated that the website was experiencing issues, thus the reason packets for the current meeting were sent in three different formats. Ward stated that the DDA was actively working through the issue. Keys requested the meeting minutes and agenda package from the aforementioned EDC meeting as well as being informed of the future EDC meetings. Ward stated all EDC meetings are posted on the DDA calendar along with packets and agendas. Ward offered to forward the information to Michelle Massel to post on the city's website as well.

Presley discussed what the next steps would be to present the curbless street concept to the community. Ward stated no official movement to pull together a meeting has been made yet due to summer availability. Individual conversations have been had however. Presley noted the next step would be for the EDC come to the DDA for a presentation.

- e. Parking Committee: Ward stated no meeting since the previous has been held. No report.

#### **BOARD COMMUNICATION**

Presley requested further discussion on streets issue. Ward stated Lahanas has been in discussion with OHM to get a proposal and that the DDA has been in discussion with GMA in order to make a decision on moving forward. Riley requested the amount set aside for the current street repairs. Ward stated \$100,000 has been set aside for road repairs. McKindles asked if GMA was at the EDC meeting. Ward responded they were not as their contract is completed and further discussion with them would require extending their contract. Presley said the EDC is working to look in to all aspects of this option for discussion with the public. Riley stated restaurants should have options for covered structures or go back to umbrellas and tables. McKindles asked if it was easier to consider moving the farmers market to downtown, and stated events should be held more easily downtown with the curbless option. All agreed it remains to be discussed. McKindles asked if there was another city in the area that was looked to as an example. Riley stated East Lansing. Ward said the City of Brighton

has a curbless street under construction with full tear out of 10 feet of street down and up to store doors. Ann Arbor just completed some of their curbless streets and they are currently in use. Other towns across the country are moving in this direction as well. Locally Ann Arbor or East Lansing, Hudsonville are suggested. Ward also stated that there was a meeting with Manfred Schoen to discuss his thoughts on curbless options. Schoen is a downtown business owner and owns a company called 'Up to Go.' He collaborated with the city on raising money for and implement the Heat the Street program in Northville. Ward stated Schoen is a local resident originally from Germany and has an interest in walkable downtowns. Presley stated Schoen pointed out that cobblestone streets make noise for protecting shoppers and those at outdoor restaurant seating as well as being harder to skate board on. Long requested more information on this. Riley stated that Europe used this model as shared streets, not closed streets and not event based. Open at all times with cars close to restaurant seating near streets. Presley noted that in his travels over the summer up north not one street was closed in the cities he visited and the areas were packed with people. McKindles stated that it was a worthwhile venture to pursue. Riley stated that there needed to be input from Police Chief Alan Maciag, the fire department, and DPW as well. McKindles reported in his travels in Italy the roads were so close to pedestrian areas that it was potentially unsafe. There would be pros and cons he noted. McKindles stated he was unsure if Northville was ready for the change. Ward stated it was just the start and that future meetings would occur.

Riley stated bollards have been ordered. Ward followed, noting they are anticipated to be installed by the end of September. Riley noted that the entrances would be cleaned up dramatically. Long asked if the final elevation of the bollards would have to be altered if curbless roads were installed. Ward said she did not believe so, that the roads taper. Long raised the question as to why the raised road would only be in certain parts of the city and not others. Riley stated if it works there could be further discussion for future areas of town.

Mary Keys asked if traffic traveling in town would be two-way traffic or one way. She also stated there was a difference between curbless streets and woonerf streets, and requested to know which direction the city would go in. Keys also stated a desire to be at future discussion meetings on the subject. Riley stated this was scratching the surface of the discussion and that meetings were irregular and announced two weeks prior to said meeting. Keys requested a targeted implementation date. Riley stated cost analysis would come first and more information would be needed to make any decision for the future. Keys asked if the current budget is for woonerf or curbless. Riley stated they hadn't gotten to that level of specificity but the initial specs were for raising streets to curb level and discussion of water drainage had been made. Riley stated it was the initial stages.

**Motion by Presley, seconded by McKindles** to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:12 am.**

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA



**To: DDA Board of Directors**

**From: Lori Ward, Northville DDA Director**

**Subject: Professional Services for Curbless Street Design**

**Date: August 22, 2023**

**Background:**

Last summer, the DDA Board voted to recommend to City Council the reopening of Center Street to vehicular traffic and the seasonal closure of Main Street to vehicular traffic. The City Council deliberated the DDA's recommendation, considering additional information in their discussions. City Council voted to close both streets permanently and tasked the DDA with designing and implementing a pedestrian area, combining the two streets that had been closed to vehicular traffic and pledged to be a partner in achieving this goal.

To develop a pedestrian plan, the DDA and City Council jointly funded the development of a Pedestrian Plan, hiring local landscape architects Grissim Metz Andriese (GMA). In addition, the City Council hired Fleis & Vandenbrink (F & V) to provide engineering services to evaluate the impact of the road closures on the area and make recommendations on how to address these impacts.

GMA presented a pedestrian plan to a joint meeting of the DDA and City Council on January 19th. Cost estimates were included in the presentation

At the City Council's April 3<sup>rd</sup> meeting, Council voted to decertify a section of both E. Main and N. Center Streets from the City's public roadway system. This would allow the roads to be closed seasonally from late April to early November, and would allow intermittent closures from early November to late April for special events. Council voted to keep the streets closed until November 1, 2023 when both E. Main and N. Center will reopen to vehicular traffic.

The DDA and City have been working together to identify the next steps in the development of a walkable and flexible downtown. The installation of bollards was approved by both the DDA Board and the City Council in June to limit vehicular traffic to certain times of the year. The bollards will be installed at Main/Hutton, Center/Main and Center/Dunlap and will replace the water barricades, police cars and orange and white striped Type 3 barricades. The removal of these obstacles and the installation of bollards will provide a cleaner, less cluttered, and safer downtown environment.

In July the DDA's Economic Development Committee met to discuss several street closure options. One option is the purchase of dining/retail structures that would be smaller in size and fit into the footprint of a parking space and overlap with sidewalk seating, similar to the concept of platform dining that was used in the downtown prior to Covid. The DDA would work with GMA or another design firm to complete a template for a structure to be utilized downtown and purchased by interested businesses.

The concept of woonerf (living street), curbless street or shared street was also discussed. These types of streets would provide a street for downtown that would elevate the roadway from curb to curb and allow outdoor dining to be continuous on sidewalk and the elevated street. This would eliminate the need for special structures to be provided by the downtown businesses. Tables, chairs, umbrellas and other site furnishings could be used instead of structures. Benefits of a curbless street include These includes safety (reduced speed and drivers paying more attention), economic (increased property values and decreased vacancy), quality of life (access to open space, improved aesthetic), and mobility advantages. For the latter, sharing the pavement reduces delays (less vehicle wait time, pedestrians also wait less time), increases interaction between modes, and particularly reduces traffic, especially by reducing unnecessary throughput.

The EDC discussed the two concepts and provided a recommendation on how to move forward with the street closures:

- Contact GMA to get a proposal to update the pedestrian plan to reflect the feedback received previously by the DDA and City Council.
- Solicit input from EDC, property owners and the public.
- Set up a meeting with the downtown business owners to gain input on which course to move forward with.
- Continue to explore ways to fund the joint project.
- Address loading/unloading and delivery locations in plan.
- Handicapped access and parking will need to be evaluated to ensure that all appropriate ADA requirements continue to be met.
- Incorporate accepted recommendations from Fleis & Vanden brink into future plans.

In October 2023 the DDA's pods and stands will be removed and in November all remaining structures will be removed and the streets reopened to vehicular traffic. At the next EDC meeting, the committee will discuss future use for the pods and stands. If they will be use seasonally, a storage place would need to be determined. There are currently 4 Stands and 6 pods, each with a footprint of 8' x 8' or 8' x 16' if kept in a pair like the pods have been. If retained, the stands may need to be modified to be enclosed on all sides.

Last week, DDA and City staff and administration met with GMA to discuss the project and to solicit a proposal to develop a limited number of conceptual designs for a living street that would be used for discussion with merchants and property owners and the

public. The designs would assist in communicating the vision of a flexible, walkable, safe downtown space. The graphics would not only be utilized to convey the intent to visitors and residents, but would be used to solicit grants and financial support for the project.

**Budget:**

Following last week’s meeting, GMA submitted a proposal to develop 2 plans that would depict a typical street section in the winter and in the summer (with roads closed or open) and a 3D perspective view (**Attachment A**). In addition, GMA will provide a draft concept design package to assist in conveying the design intent. The effort will take approximately 2 weeks and GMA is available to start immediately. The fee for the work is \$5,000 and would be split evenly between the DDA and the City. The DDA would fund their share of the costs through fund balance. The following budget amendments will need to be completed by the DDA.

248-741-995.405 Contribution to City (increase expenditure) \$2,500  
248-000-390.000 Unassigned Fund Balance (decrease) \$2,500

**Recommendation:**

DDA staff recommends that the DDA Board of Directors approve the allocation of \$2,500 towards the development of plans and a 3D perspective to portray the effect and benefits that a living street could create for downtown.

**Recommended Motion:**

Move to approve \$2,500 to retain Grissim Metz and Andries to prepare graphics that portray the effect and benefits that a curbless street could create for the downtown and authorize the budget amendments indicated above.

August 15, 2023

Lori M. Ward  
Director  
Northville DDA  
c/o City Clerk's Office  
215 West Main Street  
Northville, MI 48167

Re: Northville Downtown Curbless Streets  
Northville, Michigan  
Landscape Architectural Services

Dear Lori:

It was a pleasure meeting with you, George, and Wendy to discuss this project. As requested in our meeting, this proposal is to provide Conceptual Design graphics to be used to portray the effect and benefits that raising the roadway to meet the sidewalks flush would create.

Our scope of services for Conceptual Design is as follows:

A. Conceptual Design Phase

1. Prepare concept design package illustrating the overall design intent with supporting reference images. Provide (2) plans and (1) 3D perspective rendering with precedence images.
  - a. Plans will be as follows:
    - i. Typical street section - summer
    - ii. Typical street section - winter
  - b. 3D perspective will be as follows:
    - i. View walking in center promenade
2. Provide a draft concept design package to you for review and approval. Provide (1) revision to the design based on your comments.

B. Schedule

We shall provide our draft conceptual package within 2 weeks of approval.

C. Compensation

Our proposed fee for the services as outlined above would be a lump sum fee of \$5,000.

1. Invoicing and payments for services shall be billed monthly as work progresses.

August 15, 2023  
Lori M. Ward  
Northville DDA  
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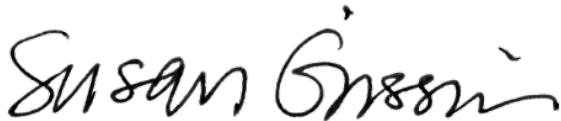
2. Payments for services rendered shall be due 30 days from the date of the invoice. Amounts unpaid 30 days after the invoice date shall bear interest at the legal rate.
3. Additional work beyond that defined herein would be charged at an hourly rate per the attached schedule only after approval by Ownership.

D. Reimbursable Expenses

1. Reimbursable expenses are in addition to the above professional services and are per the attached schedule.

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,



Susan L. Grissim, PLA, ASLA  
Vice President | Principal

SLG/mm

Approved and Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

August 15, 2023  
Lori M. Ward  
Northville DDA  
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HOURLY RATES AND REIMBURSABLE EXPENSES

HOURLY RATES

For hourly fee contracts, additional services beyond the scope of our agreement will be performed at GMA’s hourly rates that prevail at the time services are rendered. Current hourly rates are as follows:

Design Principal .....	195.00 / hour
Principal .....	175.00 / hour
Project Manager .....	140.00 / hour
Project Landscape Architect .....	125.00 / hour
Landscape Architectural Technician .....	115.00 / hour
Landscape Architectural Technician II.....	95.00 / hour

These rates are applicable through December 31, 2023

REIMBURSABLE EXPENSES

Reimbursable expenses will be billed at cost and shall apply to all project phases as incurred and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

ELECTRONIC FILE TRANSFER

All drawing files (CAD files) received need to contain the following characteristics:

1. All files received need to be .DWG (AutoCAD).
2. Drawing files to include a color dependent plot style table (CTB) (i.e. not STB), AutoCAD compiled shape files, and font files.



## **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY July 2023:**

### **PUBLICITY:**

#### **Upcoming Press Releases:**

- TBD ibalance Wellness Spa grand re-opening
- TBD Seasonal Reopening of Streets

### **SOCIAL MEDIA:**

- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

### **PAID ADVERTISING:**

- Ad in July issue of The Ville
- Northville Today Q2: ran June 5 (ad will feature Summer Concerts)
- Full Page ad in July issue of SEEN Magazine

### **UPCOMING PAID ADVERTISING:**

#### **PRINT:**

- Half-page Ads in The Ville for 6-month contract
  - Remaining 1/2 page ads will be August-October
- Full Page ad in July & September issues of SEEN Magazine
- Ad in Maybury Park Map (overall Downtown Northville ad)
- 1/2 page ads in Northville today. We will place 2 ads:
  - Q3: runs September 18 (ad will feature Skeletons & Fall in Northville)

#### **SOCIAL MEDIA:**

- Skeletons are Alive Launch Party (October)

## July 2023:

### FACEBOOK:

#### **Facebook Page Update:**

Through July 28

Followers: 16,219 (81 more than last summary)

Demo:

- Women (81.8%)/ Men (18.2%)
- Age demo: 35-44 main demo with 45-54 next largest
- Top 10 cities followers are from: Northville (16.6%, Novi (9.4%), Livonia (7.7%), Plymouth, Canton, Farmington Hills, Westland, South Lyon, Detroit, & Commerce

Monthly Total Reach: 26,642

- Reactions: 437
- Comments: 39
- Shares: 72
- Photo views: 5,544
- Link clicks: 242

Engagement: 12,429

#### **Organic Post ~ Dancin' in the Ville Cancelled Due to Weather (with image)**

Run date(s): June 26

Impressions: **14,509**

Reach: 14,222

Engagement: 48

Reactions: 10

Like: 8

Love: 1

Ha: 1

Comments: 0

Shares: 3

Other Clicks: 22

#### **Organic Post ~ Announcement of Maybury County Fair (With photo)**

Run date(s): July 14

Impressions: **5,465**

Reach: 4,946

Engagement: 215

Reactions: 60

Like: 55

Love: 5

Comments: 3

Share: 18

Other Clicks: 95

## **Organic Post ~ July in the Ville (with postcard photo)**

Run date(s): July 5

Impressions: **6,346**

Reach: 6,100

Engagement: 454

Reactions: 29

Like: 24

Love: 5

Comments: 2

Shares: 10

Other Clicks: 59

## **INSTAGRAM:**

Followers: 6,560 (87 more followers since last summary)

77% women / 23% men

Age demo: 35-44 (32%), 25-34 (27.9%), 45-54 (20.6%)

Top Locations: Northville (23.1%), Novi (12.1%), Plymouth (9.1%), Livonia (5.7%) & Canton (3.8%)

Insights from last 30 days:

Reach: 5,631 (the number of unique accounts that have seen any of our posts)

- 4,229 followers / 1,402 non followers
- 7,346 posts / 3,062 Reels / 2,558 stories / 10 videos

Accounts Engaged: 616

- 584 Followers/3 2 non-followers

Account Activity: 1,154

- Profile visits: 1,103
- External Link taps: 49
- Call Button Taps: 2

Impressions: 66,302 (total number of times posts have been seen)

Content Interactions: 1,212

Post Interactions: 955

- Likes: 871
- Comments: 16
- Saves: 15
- Shares: 42
- Story Interactions: 74
  - Replies: 15
  - Shares: 59
- Reel Interactions: 194
  - Likes: 164
  - Comments: 10
  - Shares: 17
  - Saves: 3

### **Top Post(s):**

*Based on likes*

#### **July 4 – 4<sup>th</sup> of July Parade (With photo of the parade)**

Reach: 3,355 (3,191 followers / 164 non followers)

Impressions: 3,613 (3,386 from home, 130 from profile, 18 from hashtag & 70 other)

Engagement: 261 (259 followers / 2 non-followers)

Post Interactions: 272

- Likes: 254
- Comments: 6
- Shares: 9
- Saved: 3

Profile Activity: 51

- Profile visits: 48
- Follows: 3

#### **July 17 – Shared Art House Post about landscape**

Reach: 2,464 (2,333 followers / 131 non followers)

Impressions: 3,193 (3,043 from home, 86 from profile, 3 from hashtags & 59 other)

Engagement: 162 (160 followers / 2 non-followers)

Story Interactions: 2

- Replies: 2
- Shares: 2

Sticker Taps: 4 (@dscottauto)

Navigation: 851

- Forward: 621
- Next Story: 155
- Exited: 65
- Back: 10

Profile Activity: 13

- Visits: 1

### **Top Reel(s):**

#### **July 10 – Dancin' in the Ville**

Reach: 2,389 (2,198 followers / 191 non followers)

Plays: 3,290

Watch Time: 7 hr 3 min 53 sec

Average Watch Time: 7 sec

Impressions: 3,193 (3,043 from home, 86 from profile, 3 from hashtags & 59 other)

Engagement: 162 (160 followers / 2 non-followers)

Content Interactions: 78

- Likes: 60
- Shares: 9
- Comments: 6
- Saves: 3

## **ADVERTISING:**

### **The Ville:**

Renewed for six months starting May 2023 and upgraded to 1/2 page ads.

The 'Ville is mailed directly to every residential and business address – a total of nearly 21,000 – in the Northville Community, covering the 48167 and 48168 zip codes.

### **Northville Today:**

- Two half-page Ads in Northville Today
  - Q2: Ad will focus on summer concerts (MAILED WEEK OF JUNE 5)
  - Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)

### **SEEN MAGAZINE:**

- Full page ad placed in SEEN Magazine (July & October issues)

### **Maybury State Park Map:**

- Double space ad in Park Map (Overall ad about Downtown Northville)



## Future Meetings / Important Dates:

September 1-2, 8-9, 15-16, 29-30, 2023 Friday and Saturday Concert Series

September 4, 2023 Labor Day – City Hall closed

September 5, 19, 2023 – Planning Commission Meeting

September 7, 14, 21, 28, 2023 – Farmers' Market

September 7, 18, 2023 – City Council Meeting

September 7, 2023 Marketing Committee Meeting

September 16, 2023 – Coffee with Council

September 22-24, 2023 - Victorian Festival

September 25, 2023 – Sustainability Meeting

September 26, 2023 – DDA Board Meeting